Alcohol and Marijuana Control Office
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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06)** to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Vickie Lee Fenster	**MJ License #:**	18173		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	Alaska's Latitude 61				
Premises Address:	2201 Nissen Drive				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

Mailing Address:	PO BOX 85				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

Designated Licensee:	Vickie Lee Fenster		
Main Phone:	907-745-1054	**Cell Phone:**	907-355-6118
Email:	Alaskaslat61@mtaonline.net		

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Section 2 – Control Plan for Persons Under the Age of 21

2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

The facility is in a daylight basement of licensee's home and contained within a fenced yard. The entrance to the facility has a separate access from the upper level with commercial grade locks, with do not duplicate on all keys. There are motion detector lights and security cameras will be installed that will have full recorded coverage of the facility. There is external signage present alerting that the facility has security coverage and restricted access. Only the licensee, employee, or agent of the facility will have access. All windows in the facility have wrought iron grates covering the windows and are attached to the main structure of building. All windows in the facility will also have sensors installed by the security company to alert if they are opened. The facility has only one door and this door will always be locked. Prior to entering, visitors will be required to present the required identification and be escorted by the licensee, agent, or employee. If a visitor is under 21 or does not have appropriate identification, they will not be permitted access to the facility and will be escorted from the premises.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

The entry door to the facility will always be locked. The front door will have a sign that says advises that the area is restricted access and that visitors must be escorted. The sign will also say that visits are by appointment only. All access will be monitored and restricted to the licensee, employee, or agent.

3.2. Describe your recordkeeping and processes for admitting visitors into and escorting them through restricted access areas:

Entry to the facility will be by appointment only. Visitors are required to present valid identification and sign in to the visitor logbook with date and time of arrival. A visitor's pass will then be issued, and this badge must be worn by the visitor at all times while in the facility. Visitor's will then be continually escorted through the facility by the licensee, employee, or agent in areas that are not further restricted. Upon exit of the facility, visitor badges must be surrendered, and exit information will be entered into the visitor logbook. Logbooks will be retained according to records retention schedules set up in the facilities policy and procedure manual. Logbooks will be retained in paper and digital format. Maximum visitors will be 5 visitors to the licensee, employee, or agent of licensee who is actively engaged in supervising those visitors. Due to size of facility no more than 5 visitors at one time.

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3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:

Security Alarm Systems and Lock Standards (3 AAC 306.715):

3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

Licensee has installed a street light in the the driveway in front of the entrance area to the facility. There are also two motion detector lights installed in the area of the door to the facility, which are positioned so that they shine directly on the door.

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3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

The Licensee has had a professional security firm install an alarm system capable of detecting unauthorized intrusion or activity and notifying local law enforcement should a breach occur. The alarm system will be monitored around the clock by the said third party security company. Whenever the licensee is not present in the facility the alarm will be activated. Besides alarm sensors on all exterior windows, there are wrought iron like decorative grates installed, which have been attached to the main structure to prevent, hamper or impede unauthorized entrance. There is only one exit/entrance door with commercial grade locks and that door has a sensor installed that will alert if there is an unauthorized breach. If the alarm system is activated the licensee, agent or employee can disarm the system and notify the security company and or law enforcement that the situation has been addressed or requires law enforcement to arrive and provide assistance.

After a breach has occurred all employees on shift will contact Vickie Lee, all present personnel will fill out a statement of incident to be logged and reviewed by licensee. Notification is to made as soon as possible but not more than 24 hours of any unauthorized access to the premises or if reasonably known theft, diversion, or unexplained disappearance of marijuana, marijuana products or money from the licensed facility.

3.6. Describe your policies and procedures for preventing diversion of marijuana or marijuana product, including by employees:

All storage, processing, packaging and entrance into facility will be continuously monitored via video surveillance. METRC will be utilized to track all incoming and outgoing inventory. Only the licensee will have access to METRC and handling incoming or outgoing products. Only the licensee or agent will receive and process incoming or outgoing marijuana or products in a secure visible area where two security cameras will be recording all activity.

3.7. Describe your policies and procedures for preventing loitering:

It is the policy of this facility that loitering is not permitted for any reason. A clearly viewable "No Loitering" sign will be posted to at least two places on the exterior of the facility. Any loitering individuals will be escorted off the premises immediately or local law enforcement will be contacted if assistance is required. Licensee will maintain a regular and noticeable presence around the premises to deter loitering.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use.

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Video Surveillance (3 AAC 306.720):

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility.

3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image.

3.11. The surveillance room or area is clearly defined on the Form MJ-02: Premises Diagram that is submitted with this application.

3.12. Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board).

3.13. Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

High definition security cameras will be used. All cameras are installed by a professional security company. All cameras will be placed inside and outside the facility at multiple angles and at a height that will provide a clear, unobstructed view to adequately identify any individual inside the facility or within 20-feet of the exterior door.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

All surveillance recording equipment will be stored in a secured and locked area separate from the production area of the facility. Access to this area will be restricted to the licensees only. The locked room will have a commercial grade lock with keys that have "do not replicate" printed on them to ensure no unauthorized duplication. Data will be stored on the security system's DVR for a minimum of forty (40) days, and will include a time and date stamp. In the event of a criminal, civil, or administrative investigation, the data has the ability to be uploaded to a separate hard drive on which records shall be retained for a longer period of time. The security system will be accessible by password only and accessible by licensee only, to ensure there will be no data tampering. All recordings will be available to AMCO and local law enforcement immediately upon request. The licensee is selecting the higher security level provided by Vivant a professional off site security company to provide coverage. The facility will be locked and armed unless the licensee, agent, or employee is present.

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Section 4 – Business Records

Review the requirements under 3 AAC 306.755. All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records.

4.1. I certify that the following business records will be maintained and kept on the licensed premises: Initials

a. **all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years** *(records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises)*;

b. **a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment;**

c. **the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;**

d. **records related to advertising and marketing;**

e. **a current diagram of the licensed premises, including each restricted access area;**

f. **a log recording the name, and date and time of entry of each visitor permitted into a restricted access area;**

g. **all records normally retained for tax purposes;**

h. **accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed;**

i. **transportation records for marijuana and marijuana product, as required by 3 AAC 306.750(f); and**

j. **registration and inspection reports of scales registered under the Weights and Measures Act, as required by 3 AAC 306.745.**

4.2. A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

Records will be stored at the facility and backed up to an external server. Additional back-ups will be stored on local hard drives. This facilities polices and procedures establish that maintaining business records, regulatory documents, recordings, surveillance, logs and communications in the secured office at the facility, as well has having all records backed up to an off-site server is a top priority. The licensee will also scan all paper documents to a flash drive as an extra measure to preserve facility records according to records retention schedules established by the facilities policies and procedures and as required by 3AAC306.755.

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Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc.

5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745.

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745.

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. A marijuana establishment and each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

6.1. Each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment.

6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises.

6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired.

6.4. Describe any in-house training that will be provided to employees and agents (apart from a marijuana handler course):

Employees shall be required to show proof of passing a state approved food handlers course prior to employment. Employees will be trained on facility policies and procedures. Upon completion of training, a memo will placed in their administrative file. The refresher courses on facility policies and procedures will occur every three years or more often if necessary. Written policies and procedures will be available to the licensee, agent or employees for reference at any time.

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Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present.

7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded.

7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace.

7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d).

Answer "Yes" or "No" to each of the following questions:	Yes	No
7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.	✓	
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	✓	

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

All transportation and delivery of marijuana products will be tracked through the METRC program. Individual products will be in the containers they will be provided to a retail facility in. Those containers will be processed through the METRC system. METRC transfer manifests and the products they pertain to, will be placed in a container capable of being secured with zip ties. Containers will not be opaque so that contents are not visible to anyone who might view them through the window of a transport vehicle. Transport containers will be placed in the furthest secure rear compartment of transport vehicles. Licensee, agent or employee will be provided with a copy of the manifest for each secure container in order to ensure deliver of products as indicated on the manifest.

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You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

8.2. The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700.

8.3. The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle.

8.4. The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport.

8.5. During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport.

8.6. Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment.

8.7. When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received.

8.8. The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest.

Section 9 – Signage and Advertising

9.1. Describe any signs that you intend to post on your establishment with your business name, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

This facility will have a singular antique brass sign that measures 8 inches by 10 inches. The sign reads "Latitude 61" and will be attached to the exterior of the facility near the entry and not visible from any public rights-of-ways. No other signage is intended.

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9.2. Describe any advertising you intend to distribute of your establishment. Include medium types and business logos (photos or drawings may be attached):

Licensee will have business cards. A small flyer for retail facilities will be provided upon their request, that will have a description of the ingredients in each product and their intended used. In the future the facility may advertise with newspapers or magazines. The facility may promote products via the facility's Facebook page in accordance with AMCO requirements. All products will have the company logo affixed to each individual container.

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Vickie Lee Fenster

Printed name of licensee

Official Seal
STATE OF ALASKA
Notary Public
Amy A. Otto-Buchanan

Amy A. Otto-Buchanan
Notary Public in and for the State of Alaska

My commission expires: 4/13/19

Subscribed and sworn to before me this 13th day of July, 2018.

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(Additional Space as Needed):

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